

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JULY 15, 2025 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS

**I. General Functions**

Call to Order: President Vitale called the meeting to order at 9:30 a.m.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Roll Call: Roll was taken and those present were:  
Audrey Marcquenski, Director, Frankfort Square Park District  
Gina Hassett, Executive Director, Frankfort Park District  
Greg Vitale, Executive Director Mokena Park District  
Lea Pipiras, Associate Executive Director, New Lenox Community Park District  
Jay Kelly, Executive Director, Manhattan Park District  
Kirsten VanDuyne, Executive Director, Wilmington Park District  
Andy Biesterfeld, Executive Director, Crete Park District  
Kelly LaMore, Park Manager, Peotone Park District

Absent:

Others present were Melissa Jensen, Superintendent of Recreation; John O’Driscoll, LWSRA Attorney; Tom Kraus, Office Manager; and Mary Strand, Recording Secretary.

Special Guests: None

**II. Public Comments: None**

**III. General Functions (continued)**

- 1. Treasurer’s Report – President Vitale asked for a motion to accept the June 30, 2025 Treasurer’s Report.

*Board member Hasset moved to accept the June 30, 2025 Treasurer’s report and Board member Kelly seconded the motion. A roll call vote was taken.*

*Ayes: (8) Kelly, Hassett, LaMore, Viano, Marcquenski, VanDuyne, Biesterfeld, Vitale*

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

***Motion Carried***

- 2. Payment of Bills:
  - A. President Vitale asked for a motion to approve the Payment of the Bills in the amount of \$262,679.79 may include lodging and travel.

*Board member Kelly made a motion to approve the payment of the bills as presented and Board member Biesterfeld seconded the motion. A roll call vote was taken.*

*Ayes: (8) LaMore, Kelly, Hassett, Viano, Marcquenski, VanDuyne, Biesterfeld, Vitale*  
*Nays: (0)*  
*Abstain:(0)*  
*Absent: (0)*

*Motion Carried*

- 3. Special Guest: None
- 4. Communications: None

**IV. Consent Agenda:**

- 1. Approval of Regular Meeting Minutes of June 17, 2025 and Executive session Minutes of May 20, 2025. President Vitale asked for a motion. Corrections: Kelly LaMore, was listed as present in error; Change Andy Biesterfeld’s title to Executive Director; and correct Executive Minutes to show Greg Vitale as President to call the meeting to order.

*Board member Hassett made a motion to approve the Consent Agenda as corrected and Board member Marcquenski seconded the motion. A roll call vote was taken.*

*Ayes: (8) Hassett, VanDuyne, Biesterfeld, Kelly, Lewis, LaMore, Marcquenski, Vitale*  
*Nays: (0)*  
*Abstain:(0)*  
*Absent: (0)*

*Motion Carried*

**V. Staff & Committee Reports**

**Executive Director** – Melissa gave an overview of Keith’s report in his absence.

- a. Staff – None
  - b. Foundation – The Golf Outing was very hot and there were 88 participants, an increase from last year. The Foundation did most of the work with assistance from 4 LWSRA Staff.
  - c. Donations - The Kindful Report is included in the Board’s packets showing the months donations of \$10, 295. Also a \$10,000 donation from Dr. Karen Eisenbart was received. It will go towards the Sensory Garden and Hero’s Village. Melissa gave a background on the donor. She also said that yesterday another donation from Eileen S Andrews Corp. in the amount of \$30,000 was received in the mail to go towards the Sensory Bus. It was not in the report.
  - d. Agency Overview – A report showing winter program participation numbers was included in the Board’s packages.
  - e. Heroes Village Sensory Garden – Staff has been working with the Wight group to come up with a design concept plan for the garden to be completed in phases. The phases have not been determined yet. A design map and estimates of costs was included in the packets. The second shed is almost ready. It will be moved for accessibility.
- 1. **Facility Maintenance Supervisor** – Report in the Board’s packets.
  - 2. **Office Manager/Support Services** – Report in the Board’s packets.

- 3. **Superintendent of Recreation** – Melissa Jensen’s report was in the packets. There were 22 intakes for the month of June. She reviewed the event calendar for the next month.
  - a. Staff and Safety -
  - b. Inclusion –
  - c. Part Time Staff –
  - d. Athletic Supervisor
    - 1. Adapted Programing –
  - e. Manager of Programs
    - 1. Teen, Adult, After School, and Titans
    - 2. Youth, Special Events, Summer Camp, Early Childhood – Camp is in week 7 of 8 and is very hectic but loved by staff and participants. Staff was really rocking it this year. Next year it will be broken into two 4 week sessions with an off week in between.
  - f. Manager of Athletics
    - 1. Transportation & Safety
    - 2. Facility Rentals
    - 3. Special Olympics – Summer Games were held the weekend of the 20<sup>th</sup>. Extreme heat cancelled the Saturday events. Athletes were doing well overall.

**VI. Finance & Personnel –**

- 1. Open Position Timeline – Melissa told the Board that there are two open positions. One was filled yesterday. Emma Kreitz has worked as the Inclusion Specialist for 3 years. She will now be the Inclusion and Outreach Supervisor. She will take over some of the special events previously done by Nadine. The second open position is for Marketing Supervisor. It should be filled by mid-September. It was posted internally and has now been posted outside of the Agency.
- 2. Audit Timeline – Tom told the Board that the portal to enter the information is now open. The week of October 6<sup>th</sup> is when Lauterbach and Amen will be in-house.

**VII. Facilities Planning – None**

**VIII. Old Business –**

- a. Motion to review and release Executive session Minutes May 20, 2025 – President Vitale asked for a motion.

*Board member Hassett made a motion to review and release the Executive Session Minutes of May 20, 2025 and Board member Biesterfeld seconded the motion. A roll call vote was taken.*

*Ayes: (8) Hassett, VanDuyne, Biesterfeld, Kelly, Lewis, LaMore, Marcquenski, Vitale*

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

*Motion Carried*

- b. Resolution #25-04 Amendment to the Fund balance Policy – President Vitale asked for a motion to approve Resolution #25-04 Amendment to the Fund Balance Policy. President Vitale stated that he felt comfortable with the changes and Tom Krauss said that he discussed with the auditors and they were good with it as well.

*Board member Hassett made a motion to approve Resolution #25-04 Amendment to the Fund balance Policy and Board member LaMore seconded the motion. A roll call vote was taken.*

*Ayes: (8) Hassett, VanDuyne, Biesterfeld, Kelly, Lewis, LaMore, Marcquenski, Vitale*

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

*Motion Carried*

**IX. New Business –**

**X. Director/Board member Comments**

Attorney O’Driscoll had no comments or business to discuss.

Board Member Biesterfeld thanked Lindsey for attending the Crete Farmers Market on a very hot day. He also had a nice time at the Golf Outing and said that the Foundation and staff do a nice job. The baskets were impressive.

Board member Kelly said keep up the good work, enjoy the summer and stay hydrated.

Board member VanDuyne said great job this summer and to keep up the good work.

Board member LaMore said congratulations on a great summer and especially for the donations.

Board member Marcquenski said good job and hang in there with only 9 more days of summer camp.

Board member Pipiras said thank you for all you do. Staff is outstanding in all they do for the community. Continue to do what you do for the kids and adults.

Board member Vitale said great job to the Foundation and staff on the Golf Outing. It was a well organized event and the baskets were great. Keep up the good work.

**XI. Executive Session - None**

**XII. Adjournment – President Vitale asked for a motion to adjourn at 9:51 a.m.**

*Board member Hassett moved to adjourn the meeting and Board member Biesterfeld seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 9:51 a.m.*

Respectfully submitted by

Mary T. Strand, Recording Secretary